

# MAIL BALLOT PLAN SAMPLE

## **WRITTEN PLAN FOR THE CONDUCT OF A MAIL BALLOT ELECTION TO BE HELD DECEMBER 5, 2006 FOR THE SOUTHWEST METROPOLITAN WATER AND SANITATION DISTRICT**

**Name of person submitting Plan:** Timothy J. Flynn, Attorney on behalf of  
Designated Election Official  
c/o Collins Cockrel & Cole  
390 Union Boulevard, Suite 400  
Denver, Colorado 80228

**a. Date of the election:** December 5, 2006

**b. Type and name of jurisdiction involved in the election:**

Southwest Metropolitan Water and Sanitation District, which is a Title 32, Special District

**c. Description of the type of election to be conducted:**

Court ordered inclusion election for the submission of a ballot question. A copy of the Jefferson County District Court Order for Inclusion Election issued August 11, 2006 is filed herewith.

**d. Citation of the statute authorizing the election:**

Section 32-1-401(2)(d), C.R.S.; Title 32, Article 1, C.R.S.; and Title 1, Articles 1 through 13, C.R.S.

**e. Estimated number of eligible electors:**

There are approximately sixty (60) eligible electors.

**f. Name of the Designated Election Official who will be responsible for all aspects of the election:**

Patrick J. Fitzgerald, Southwest Metropolitan Water and Sanitation District, 8739 Coal Mine Avenue, Littleton, Colorado 80123.

**g. Indication of whether County Clerk and Recorder will assist in the election for the entity other than by providing a list of registered electors and other information required by statute:**

Inasmuch as the property sought to be included is located in Arapahoe County, the Arapahoe County Clerk and Recorder ("Clerk") will provide a list of registered electors in accordance with Section 1-7.5-107(2), C.R.S.

**h. Total number of "places of deposit". For security reasons, unmonitored freestanding places of deposit located outside will not be allowed:**

There will be one (1) place of deposit, which will be located at the office of Collins Cockrel & Cole, attorneys for the Southwest Metropolitan Water and Sanitation Metropolitan District, located at 390 Union Boulevard, Suite 400, Denver, Colorado. This office will also be used as a walk-in balloting place. Since the office is located outside of Arapahoe County and the District, a request to the Secretary of State to approve this location as a walk-in balloting place, in accordance with Rule 12.9.1 of the Election Rules of the Colorado Secretary of State, is attached to this Plan as Exhibit A. A notice will be posted at such location identifying it as the walk-in balloting place. This walk-in balloting place will be

open during normal business hours beginning 25 days prior to the election, and from 7:00 a.m. to 7:00 p.m. on Election Day.

**i. Written timetable for the conduct of the election in accordance with the statute:**

A written timetable is attached to this Plan as Exhibit B.

**j. Indication of how postage will be handled for ballot packets returned as undeliverable (e.g. “return postage guaranteed”):**

In accordance with Section 1-7.5-107(d)(I), C.R.S., if an elector does not receive the ballot packet transmitted to him/her, such elector must sign a sworn statement specifying the reason for requesting the ballot. No replacement ballot shall be counted until it has been determined that a sworn statement has been completed by the elector. In accordance with Section 1-7.5-107(3)(a), C.R.S., ballot packets will be marked “RETURN SERVICE REQUESTED.” A copy of a sample mail ballot packet envelope is attached to this Plan as Exhibit C.

**k. Indication of procedures to be followed to ensure compliance with statutes and rules, including persons responsible for each stage:**

Sharon Mau and Heather Engbrock, Election Judges, will prepare ballot packets for mailing. Sharon Mau will oversee all steps of ballot issuance. The ballots will be printed in-house. Through consultation with the postal representative, the mail ballot packet envelopes meet current postal standards.

Voted ballots received will be dated and timed by Sharon Mau or another Election Judge appointed by the Designated Election Official. The Election Judges will receive training prior to beginning their duties as an Election Judge. Each Election Judge will also take a self-affirming oath prior to beginning their duties.

The Election Judges will also be responsible for recording ballots received on the registration lists. Ballot envelopes will then be counted and the number recorded in the daily reconciliation journal and the sealed ballot envelopes will be placed in a locked ballot box, used solely for this election. The Election Judges will record the number on the ballot box seal, which will be retained as part of the official election documents. The ballot box seal will not be broken until the Election Judges are ready to count the ballots. Sharon Mau shall handle replacement ballots and absentee ballots.

Ballots will only be mailed to active status electors. Ballots will be available at the walk-in location beginning 25 days prior to the election for inactive status electors or electors requiring replacement ballots. An inactive status elector may request a ballot from the Designated Election Official either by mail or in person by completing a sworn statement. If an elector delivers the ballot to the walk-in location, it shall first be checked for signature, before the ballot is logged in on the registration list and daily reconciliation log. Then it shall be deposited into the locked ballot box.

Any elector who spoils a ballot may request a replacement ballot, one at a time, up to a total of three (3) ballots. The spoiled ballot does not need to be returned before a replacement ballot is issued. When a replacement ballot is issued, the envelope with the replacement ballot, the return envelope and the secrecy envelope will all be marked with the word “Replacement” to reflect that it is a replacement ballot. If a return envelope is submitted which contains a replacement ballot or an original ballot for which a replacement ballot was issued, it shall be set aside until 7:00 p.m. on Election Day, to ensure that no other ballots are received by such elector. The first ballot received from the elector shall be considered the official ballot of such elector.

If an elector delivers more than five (5) ballot packets to the walk-in location, the name of the elector will be noted and a letter to such elector will be mailed notifying him/her that (s)he has violated the Secretary of State's Rule 12.9.2. The Designated Election Official will accept such ballots as any other legitimately submitted ballot.

No replacement ballot shall be counted until it has been determined that the elector has completed a sworn statement. A sworn statement may be returned with the replacement ballot. In such case, an Election Judge shall indicate on the outside of the return envelope that a sworn statement must be returned with the voted ballot.

Sharon Mau and Heather Engbrock will serve as Receiving Judges. The Receiving Judges will receive the ballots from the locked ballot box. After verification of signatures, envelopes will be opened, and without unfolding the ballots, the ballot stub will be removed from the ballot. The ballots will then be placed into another locked ballot box. Once all ballots have been verified, the ballots will be removed from the locked ballot box and unfolded in preparation for hand counting. The verification and counting of the ballots may begin ten (10) days prior to the Election Day. Since there are very few electors, such return envelopes will not be opened and counted until the Election Day.

Any elector who has registered to vote by mail and who (a) has not previously voted in an election in the county; or (b) is reregistering to vote after moving from one county in this state to another, must submit with his or her mail ballot a copy of his or her identification. Upon such determination, the mail ballot packet for such elector will include special instructions for complying with this requirement. The outside of the return envelope will be marked to identify such envelope. If such elector returns the ballot without providing the required identification, such mail ballot shall be treated as a provisional ballot. The outside of the return envelope shall then be marked "provisional." Before the provisional ballot is counted, the Designated Election Official or Sharon Mau shall confirm the voter registration of such elector from the state-wide voter registration records.

The written timetable attached as Exhibit B, explains the basic processes for conduct of the election. The Designated Election Official and Sharon Mau, Paralegal for Collins Cockrel & Cole, will be responsible for ensuring compliance with statutes and rules.

**1. Description of procedures to be used to ensure ballot security at all stages of the process:**

1. The ballots will be mailed from and returned to one office at the address listed above. When ballot packets are prepared, the person responsible for metering the mail and the Designated Election Official or an assistant will independently verify the total number of completed mail ballot packets. While not in use or being processed, ballots will be placed in a locked ballot box. The ballot boxes will have seals affixed that will be recorded in a log and signed off on by the Election Judges. The ballot boxes will not be opened until the voted ballots are to be counted on Election Day.
2. Each day mail is received, the mail will be checked for (a) unopened ballot packets returned as undeliverable, and (b) completed ballots. Undeliverable ballot packets that are returned will not be remailed. The undeliverable ballot packets and each completed ballot will be date-stamped and placed in separate marked files. A returned undeliverable ballot may be handed over to the elector to whom the ballot was sent, provided that the elector appears in person and presents an acceptable form of identification, and confirms that his/her address has not changed. If the elector's address has changed, they shall complete a replacement ballot request form with the address change. Any such returned ballot packets will be placed in a locked fireproof safe and the completed ballots will be placed in a locked ballot box after the processing is complete.

3. When ballots are being handled in the office, neither the office nor the ballots will be left unattended. When the ballots are finished being handled, they will be placed in a locked fireproof file or locked ballot box, as appropriate. Keys to the locked fireproof file will be maintained by the Designated Election Official and/or Election Judges.
4. The Designated Election Official or an assistant shall perform a daily reconciliation of mail ballots to keep track of the number of ballots returned and the “outstanding” ballots. This reconciliation will be locked at the end of each business day to ensure that the daily reconciliation numbers are not altered.

**m. Description of procedures to be used for signature verification:**

The Receiving Judges will examine the return envelope and verify that the name and address of the elector are consistent with the information on the registration lists received from the County Clerk’s office. In particular, the Receiving Judges will confirm that the signature indicates substantially the same name as the person used when he or she registered to vote and is the same as that on the registration list.

In addition, the Receiving Judges will examine the affidavit of eligibility to vote on the return envelope and verify that it has been completed and signed or will verify that the elector is a property owner or the spouse of a property owner within the District by examining the property owners list received from the County Assessor’s office.

If the elector did not sign the affidavit of eligibility to vote on the return envelope, and if time permitting, the Designated Election Official or an assistant will attempt to contact the elector in order for such elector to appear at the walk-in balloting location to sign the affidavit. No incomplete ballot will be remailed to the elector.

**n. Description of procedures to be used to ensure privacy by use of a secrecy sleeve or secrecy envelope so receiving judges cannot tell how the elector voted:**

The District will use a secrecy sleeve with instructions to voters included in the mail ballot package. The instructions will direct the voter to fold the ballot in a manner that will conceal the voter's mark on the ballot prior to placing it into the secrecy sleeve, and prior to placing it into the return envelope. A copy of the secrecy sleeve text is attached to this Plan as Exhibit D. A copy of the return envelope sample is attached to this Plan as Exhibit E.

**o. Description of procedures to be used to reconcile ballots issued, ballots received, defective ballots, and substitute ballots:**

In addition to the procedures specified under Paragraph l. above, the Designated Election Official or an assistant will prepare a pollbook with the following columns of information:

1. Name and address of each eligible elector.
2. Date the mail ballot packets are mailed to the elector.
3. Date the ballot is received by the Designated Election Official, including the initial verification of the return envelope.
4. Comment columns with space to note if the ballot received was defective and the date a substitute ballot was issued.

Once the Designated Election Official or an assistant has completed the information in the pollbook, the pollbook will be given to the Election Judges for purposes of assuring there are no more ballots to be counted than were issued.

The Election Judges shall have a form to keep record of the number of original ballots issued and reason the ballots were issued, the number of original ballots returned, the number of undeliverable ballots, the number of defective ballots returned, the number of replacement ballots issued, the number of replacement ballots returned, the number of spoiled ballots, the number of unused ballots, the number of ballots not returned in time, the number of ballots not counted and a detailed reason why not counted.

**p. A sample of the secrecy sleeve text to be used in the mail ballot election.**

A sample of the secrecy sleeve text to be used in the mail ballot election is attached hereto as Exhibit D.

Submitted this 10<sup>th</sup> day of October, 2006.

By \_\_\_\_\_  
Timothy J. Flynn, Attorney on behalf of  
Designated Election Official

**EXHIBIT A**

**REQUEST FOR WALK-IN VOTING SITE APPROVAL**  
**FOR OUT-OF-DISTRICT VOTING SITE**

1. Name of District:     SOUTHWEST METROPOLITAN WATER AND SANITATION DISTRICT
2. Type of Jurisdiction:     Title 32, Special District
3. Statute Authorizing Ability to Hold Election: Title 32, Article 1, C.R.S.; and Title 1, Articles 1 through 13, C.R.S.
4. Name of Designated Election Official:     Patrick J. Fitzgerald
5. Location of walk-in voting site: Collins Cockrel & Cole, 390 Union Boulevard, Suite 400, Denver, Colorado.
6. Describe in detail procedures to ensure security at the walk-in voting site (please include description of how security will be handled daily, the location of the ballot box, the security of the site, as well as the ballot box): When walk-in voting ballots are received in the office, the person bringing in the ballot will place the ballot in a locked ballot box. Neither the walk-in voting place nor the ballot box will be left unattended during the hours in which the walk-in voting place is open for voting. When handling of the ballot box is completed for the day, the ballot box will be placed in an office that will be locked for the day.

Please approve this request to establish a walk-in voting site outside the District. No adequate location is available within the District to use as a walk-in voting site. The office of the attorney for the District appears to be the most convenient and secure site available.

Submitted this 10<sup>th</sup> day of October, 2006.

By \_\_\_\_\_  
Timothy J. Flynn, Attorney on behalf of  
Designated Election Official

Approved by the office of the Secretary of State this \_\_\_\_ day of October, 2006.

By \_\_\_\_\_

**EXHIBIT B**  
**WRITTEN TIMETABLE**

<b><u>DATE TO BE COMPLETED</u></b>	<b><u>ACTIVITY REQUIRED/RESPONSIBLE PERSON</u></b>
<b>August 11, 2006</b>	Jefferson County District Court orders the conduct of the mail ballot election, appoints Designated Election Official.
<b>October 11, 2006</b>	Last date to submit written mail ballot plan to Secretary of State (at least 55 days prior)/ Designated Election Official or assistant
<b>October 26, 2006</b>	Last date for approval of mail ballot plan by Secretary of State (15 days after submission)
<b>October 26, 2006</b>	Notice of election and request for voter registration and property owners' lists given to County Clerk and Assessor (40 days prior)/Designated Election Official or assistant
<b>November 3, 2006</b>	Lists of registered electors and property owners submitted to election official (30 days prior)/County Clerk and Assessor
<b>November 6, 2006</b>	Close of voter registration (up to 29 days prior)
<b>November 10, 2006 to November 20, 2006</b>	Ballots mailed (15-25 days prior)/ Designated Election Official or assistant
<b>November 15, 2006</b>	Publish Notice of Election to electorate (no later than 20 days before)/ Designated Election Official or assistant
<b>November 15, 2006</b>	Supplemental lists of registered electors and property owners submitted (20 days prior)/County Clerk and Assessor
<b>November 25, 2006</b>	Verification and counting of ballots may begin (at any time during the 10 days before)/Designated Election Official or assistant
<b>December 5, 2006</b>	Election Day

**EXHIBIT C**

**COPY OF MAIL BALLOT PACKET ENVELOPE SAMPLE**



This may not be your only ballot.  
Other elections may be held by other political  
subdivisions  
by mail or by polling place.

(BACK OF MAIL-IN/MAIL BALLOT OUT-GOING ENVELOPE)

County Clerk Name  
(name of county) County Clerk and Recorder  
Address

INSERT  
ELECTION  
LOGO  
HERE

NONPROFIT ORG  
U.S. POSTAGE PAID  
or other wording as  
needed by the  
county - will vary  
depending on  
county

RETURN SERVICE REQUESTED

Official Ballot Enclosed

mailing label or cut-out (cut-outs) as needed by vendor

(FRONT OF MAIL-IN/MAIL BALLOT OUTGOING ENVELOPE)

**EXHIBIT D**

**SAMPLE SECRECY SLEEVE TEXT**

And

**VOTER INSTRUCTION CARD**

### AM I REQUIRED TO PROVIDE ID?

[insert information that informs voter if he/she is subject to ID requirements here]

If you are required to provide ID as indicated above, place a photocopy of one of the following **ACCEPTABLE FORMS OF IDENTIFICATION** into the Official Return Envelope. **(Do not place the photocopied identification in the Secrecy Sleeve with your voted ballot.)**

- A valid Colorado driver's license
- A valid identification card issued by the department of revenue
- A valid United States passport
- A valid employee identification card with a photograph of the eligible elector issued by any branch, department, agency, or entity of the United States government or of this state, or by any county, municipality, board, authority, or other political subdivision of this state
- A valid pilot's license issued by the federal aviation administration or other authorized agency of the United States
- A valid United States military identification card with a photograph of the eligible elector
- A copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the elector
- A valid Medicare or Medicaid card issued by the United States health care financing administration
- A certified copy of a birth certificate for the elector issued in the United States
- Certified documentation of naturalization
- A valid student identification card with a photograph issued by an institution of higher education in Colorado

Any form of identification that shows the address of the eligible elector shall be considered identification only if the address is in the State of Colorado.

### REPLACEMENT BALLOT INFORMATION

If you spoil, deface or lose your ballot, you may obtain a replacement ballot, one at a time, not to exceed three ballots in all. If you spoil or deface your ballot, you may contact the Elections Office to obtain instructions for requesting a replacement ballot by calling [insert phone number].

Replacement Ballots may be requested from the [insert county name] Elections Office during regular business hours, [insert business hours], or on Election Day from 7:00 a.m. to 7:00 p.m.

### DESIGNATED DROP OFF SITE INFORMATION

[insert designated drop off site information here]

## Secrecy Sleeve with Voter Instructions

[insert county name] [insert election type]

[insert election date]

### RETURN POSTAGE REQUIRED

You may return your voted ballot by mail or you may hand deliver your ballot to a Designated Drop Off Site (see opposite side for Designated Drop Off Site locations and schedules). If you choose to return your voted ballot by mail, you must affix adequate postage.

### BALLOT PACKET CONTENTS

This is your Official Mail Ballot Packet for the [insert election type]. This packet contains the following items:

- Official Ballot
- Secrecy Sleeve with Voter Instructions
- Official Return Envelope

### INSTRUCTIONS

To ensure that your vote(s) are counted correctly, it is important that you follow all the voting instructions shown on your ballot.

After you have marked all your voting choices and finished voting:

1. Refold your ballot exactly as you received it.
2. Place your voted ballot in this Secrecy Sleeve.
3. Place this Secrecy Sleeve (with voted ballot) into the Official Return Envelope. Do not place more than one ballot into the Official Return Envelope.
4. Sign and date the **AFFIDAVIT OF VOTER** located on the backside of the Official Return Envelope; refer to the example below.

**Only one voter's ballot is permitted in your Official Return Envelope.** If more than one ballot is placed in your Official Return Envelope, none of the ballots will be counted.

If you are a first time voter who registered to vote in the State of Colorado by mail, you must enclose a photocopy of your identification in the Official Return Envelope. Failure to provide ID will result in your ballot being treated as a provisional ballot. Do not place your ID photocopy in the Secrecy Sleeve with your voted ballot. See **AM I REQUIRED TO PROVIDE ID?** section on the opposite side for more information.

To verify that your Mail Ballot was received by the Elections Office, please [call insert phone number or visit our website insert county website address].

**By law, your signature is required on the AFFIDAVIT OF VOTER (located on the backside of the Official Return Envelope). If you do not sign the affidavit, your ballot will not be counted.**

<b>AFFIDAVIT OF VOTER</b>	
I state under penalty of perjury that I am an eligible elector; that my signature, name, and address are as shown on this envelope; that I have not and will not cast any vote in this election except by the enclosed ballot; and that my ballot is enclosed in accord with the provisions of the "Uniform Election Code of 1992."	
X	<u>George Washington</u>
	Voter's Signature – (Signature Required)
TODAY'S DATE	<u>July 4, 1776</u>
* Witness	_____
<small>* In case of applicant's disability or inability to sign personally, his/her mark shall be witnessed by another.</small>	

### DEADLINE FOR RETURNING VOTED BALLOTS

Ballots must be received by the [insert county name] Clerk & Recorder's Office by 7:00 p.m. on Election Day in order for your votes to be counted. Ballots received after 7:00 p.m. on Election Day will not be counted. **Postmarks do not count as received.**

# VOTER INSTRUCTIONS

**[insert county name] [insert election type]  
[insert election date]**

## RETURN POSTAGE REQUIRED

You may return your voted ballot by mail or you may hand deliver your ballot to a Designated Drop Off Site (see reverse side for Designated Drop Off Site locations and schedules). If you choose to return your voted ballot by mail, you must affix adequate postage.

## BALLOT PACKET CONTENTS

This is your Official Mail Ballot Packet for the [insert election type]. This packet contains the following items:

- Official Ballot
- Secrecy Sleeve
- Voter Instructions
- Official Return Envelope

## INSTRUCTIONS

To ensure that your vote(s) are counted correctly, it is important that you follow all the voting instructions shown on your ballot.

After you have marked all your voting choices and finished voting:

1. Refold your ballot exactly as you received it.
2. Place your voted ballot in the Secrecy Sleeve.
3. Place the Secrecy Sleeve (with voted ballot) into the Official Return Envelope. Do not place more than one ballot into the Official Return Envelope.
4. Sign and date the **AFFIDAVIT OF VOTER** located on the backside of the Official Return Envelope; refer to the example below.

**Only one voter's ballot is permitted in your Official Return Envelope.** If more than one ballot is placed in your Official Return Envelope, none of the ballots will be counted.

If you are a first time voter who registered to vote in the State of Colorado by mail, you must enclose a photocopy of your identification in the Official Return Envelope. Failure to provide ID will result in your ballot being treated as a provisional ballot. Do not place your ID photocopy in the Secrecy Sleeve with your voted ballot. See **AM I REQUIRED TO PROVIDE ID?** section on the opposite side for more information.

To verify that your Mail Ballot was received by the Elections Office, please [call **insert county phone number** or visit our website **insert county website address**].

**By law, your signature is required on the AFFIDAVIT OF VOTER (located on the backside of the Official Return Envelope). If you do not sign the affidavit; your ballot will not be counted.**



### AFFIDAVIT OF VOTER

I state under penalty of perjury that I am an eligible elector; that my signature, name, and address are as shown on this envelope; that I have not and will not cast any vote in this election except by the enclosed ballot; and that my ballot is enclosed in accord with the provisions of the "Uniform Election Code of 1992."

X George Washington  
Voter's Signature – (Signature Required)

TODAY'S DATE July 4, 1776

\* Witness \_\_\_\_\_

\* In case of applicant's disability or inability to sign personally, his/her mark shall be witnessed by another person.

## DEADLINE FOR RETURNING VOTED BALLOTS

Ballots must be received by the [insert county name] Clerk & Recorder's Office by 7:00 p.m. on Election Day in order for your vote(s) to be counted. Ballots received after 7:00 p.m. on Election Day will not be counted. **Postmarks do not count as received.**

## AM I REQUIRED TO PROVIDE ID?

[insert information that informs voter if he/she is subject to ID requirements here]

If you are required to provide ID as indicated above, place a photocopy of one of the following **ACCEPTABLE FORMS OF IDENTIFICATION** into the Official Return Envelope. **(Do not place the photocopied identification in the Secrecy Sleeve with your voted ballot.)**

- A valid Colorado driver's license
- A valid identification card issued by the department of revenue
- A valid United States passport
- A valid employee identification card with a photograph of the eligible elector issued by any branch, department, agency, or entity of the United States government or of this state, or by any county, municipality, board, authority, or other political subdivision of this state
- A valid pilot's license issued by the federal aviation administration or other authorized agency of the United States
- A valid United States military identification card with a photograph of the eligible elector
- A copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the elector
- A valid Medicare or Medicaid card issued by the United States health care financing administration
- A certified copy of a birth certificate for the elector issued in the United States
- Certified documentation of naturalization
- A valid student identification card with a photograph issued by an institution of higher education in Colorado

Any form of identification that shows the address of the eligible elector shall be considered identification only if the address is in the State of Colorado.

## REPLACEMENT BALLOT INFORMATION

If you spoil, deface or lose your ballot, you may obtain a replacement ballot, one at a time, not to exceed three ballots in all. If you spoil or deface your ballot, you may contact the Elections Office to obtain instructions for requesting a replacement ballot by calling [insert phone number].

Replacement Ballots may be requested from the [insert county name] Elections Office during regular business hours, [insert business hours], or on Election Day from 7:00 a.m. to 7:00 p.m.

## DESIGNATED DROP OFF SITE INFORMATION

[insert designated drop off site information here]

**EXHIBIT D (2<sup>nd</sup> Option)**

**VOTER INSTRUCTIONS FOR**

{Insert District Name}, Mail Ballot Election, May 6, 2008

**ALL BALLOTS, BOTH POLLING PLACE AND MAIL-IN ARE COUNTED IN THE SAME MANNER (CRS 1-8-101(4)(a))**

Your ballot will not be counted unless the self-affirmation on the return envelope is properly completed, including signature and date. The return envelope and ballot must be received, by the designated election official of the district, no later than 7:00pm on Election Day, which is May 6, 2008. Post mark dates are not sufficient. Please read the instructions below and sign and date the self affirmation on the official return envelope before marking your ballot. If mailing your ballot, you must affix adequate postage or USPS will not deliver your ballot.

1. **DO NOT REMOVE THE STUB FROM YOUR BALLOT.**
2. **AFTER REVIEWING BOTH SIDES OF THE BALLOT FOR CONTENT, MARK THE BALLOT CAREFULLY, USING BLACK INK.**
3. **IF MORE THAN THE ALLOWABLE NUMBER OF MARKS IS PLACED ON THE BALLOT FOR AN OFFICE, QUESTION, OR BALLOT ISSUE, THIS IS CONSIDERED AN OVERVOTE AND THAT CONTEST WILL NOT BE COUNTED. Example: "Vote for Not More Than Two" means vote for no more than two (2) candidates in that race.**
4. **FOLD THE VOTED BALLOT IN A MANNER THAT WILL CONCEAL YOUR VOTES AND ONLY THE STUB IS VISIBLE. PLACE VOTED BALLOT INSIDE THE SECRECY SLEEVE, THEN PLACE THE SECRECY SLEEVE IN THE RETURN ENVELOPE FOR MAILING OR DELIVERY TO DESIGNATED ELECTION OFFICIAL.**
5. **First Time Voters Who Registered By Mail:**

If you registered to vote for the first time in your county by mail, and did not provide identification with your registration application, a copy of one of the following forms of identification is required with your mail ballot or mail-in ballot. If you are in doubt, provide a copy of your ID or call your county clerk and recorder to ask about your ID compliancy requirements. Place copies of ID inside the return envelope, but NOT inside the secrecy sleeve with your voted ballot:

- A current and valid Colorado driver's license; or
- A valid identification card issued by the Department of Revenue in accordance with the requirements of Part 3 of Article 2 of Title 42, C.R.S.; or
- A valid U.S. passport; or
- A valid employee identification card with a photograph of the eligible elector issued by any branch, department, agency, or entity of the United States government or of this state, or by any county, municipality, board, authority, or other political subdivision of this state; or
- A valid pilot's license issued by the Federal Aviation Administration or other authorized agency of the United States; or
- A valid U.S. Military identification card with photograph of the eligible elector; or
- A copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the elector (a cable bill, a telephone bill, documentation from a public institution of higher education in Colorado containing at least the name, date of birth, and legal residence address of the student elector, a paycheck from a government institution, or a Certificate of Degree of Indian or Alaskan Native Blood are sufficient forms of identification); or
- A valid Medicare or Medicaid card issued by the United States Health Care Financing Administration; or
- A certified copy of a U.S. birth certificate for the elector issued in the United States; or
- Certified documentation of naturalization.
- A valid student identification card with a photograph of the eligible elector issued by an institution of higher education in Colorado.

Any form of identification indicated above that shows the address of the eligible elector shall be considered identification only if the address is in the state of Colorado. In addition, if you fail to provide ID when required, your ballot will be treated as a provisional ballot. Provisional ballots may be counted only after registration and ID compliancy is verified. 1-7.5-107(3.5)(d), C.R.S.

If you spoil, deface, or lose your ballot, you may obtain a replacement ballot, one at a time, not to exceed three ballots in total. You may contact your district's Designated Election Official, to obtain instructions for requesting a replacement ballot, by calling {insert office number here}.

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Procedural Instructions for DEO: These instructions should be part of the mail ballot packet and can be printed directly onto the secrecy sleeve or printed and inserted separately. Form B-22 is another sample Secrecy Sleeve with instructions preprinted on them from the Secretary of State's website. As you can see, the SOS's data is more comprehensive.

**EXHIBIT E**

**COPY OF RETURN ENVELOPE SAMPLE**



From \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INSERT  
ELECTION  
LOGO  
HERE  
(Optional)

AFFIX  
ADEQUATE  
POSTAGE

**IMPORTANT! FAILURE TO INCLUDE  
YOUR SIGNATURE ON THE BACK  
OF THIS ENVELOPE WILL  
INVALIDATE YOUR BALLOT.**

**BALLOT MUST BE  
RECEIVED BY 7:00  
P.M. ELECTION DAY**

**OFFICIAL BALLOT ENCLOSED**

DESIGNATED ELECTION OFFICIAL'S NAME  
DISTRICT NAME  
ADDRESS  
CITY, STATE, ZIP

**MAIL-IN and MAIL BALLOT RETURN ENVELOPE - FRONT**

*Division of Local Government – Department of Local Affairs – 2008 Election  
Revised 3/31/2008*

B-25

**SAMPLE MAIL BALLOT RETURN ENVELOPE - BACK**  
**(1-7.5-107(3)(b.5)(I), C.R.S.)**

**OFFICIAL BALLOT ENCLOSED**

**AFFIDAVIT OF VOTER**

I state under penalty of perjury that I am an eligible elector; that my signature, name and address are as shown on this envelope; that I have not and will not cast any vote in this election except by the enclosed ballot; and that my ballot is enclosed in accord with the provisions of the "Uniform Election Code of 1992".

X

\_\_\_\_\_  
Voter's Signature – (Signature Required)

Today's DATE \_\_\_\_\_

\* WITNESS \_\_\_\_\_

\* In case of applicant's disability or inability to sign personally, his/her mark shall be witnessed by another person.

**IMPORTANT INFORMATION:**

1. This voted ballot **MUST** be received by the Designated Election Official no later than 7:00 p.m. on Election Day to be counted. Postmarks **DO NOT** count as delivery or receipt; the voted ballot **MUST BE IN THE** Designated Election Official's OFFICE by 7:00 p.m. on Election Day.
2. Failure to sign the AFFIDAVIT OF VOTER will invalidate your ballot.
3. Enclose your voted ballot in its secrecy sleeve in this envelope.
4. **Voting more than once in the same election is a crime.**

**Official Use Only**

Received by DEO:

Date:

Time:

**SAMPLE MAIL- IN BALLOT RETURN ENVELOPE - BACK  
(1-8-114, C.R.S.)**

**OFFICIAL BALLOT ENCLOSED**

**AFFIDAVIT OF VOTER**

I state under penalty of perjury that I am an eligible elector; that I reside at the address indicated on my application for a mail-in ballot; that I have not and will not cast any vote in this election except by the enclosed ballot; and that my ballot is enclosed in accord with the provisions of the \_\_\_\_\_  
"Uniform Election Code of 1992".

X

Voter's Signature – (Signature Required)

Today's DATE \_\_\_\_\_

\* WITNESS \_\_\_\_\_

\* In case of applicant's disability or inability to sign personally, his/her mark shall be witnessed by another person.

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